

BEFORE THE
POSTAL RATE COMMISSION
WASHINGTON, D.C. 20268-0001

POSTAL RATE AND FEE CHANGES, 2006

Docket No. R2006-1

RESPONSES OF UNITED STATES POSTAL SERVICE WITNESS McCRERY
TO INTERROGATORIES OF THE McGRAW-HILL COMPANIES, INC.
(MH/USPS-T42-1-5)
(July 28, 2006)

The United States Postal Service hereby provides the response of witness McCrery to the above-listed interrogatories of The McGraw-Hill Companies, Inc., filed on July 14, 2006.

Each interrogatory is stated verbatim and is followed by the response.

Respectfully submitted,

UNITED STATES POSTAL SERVICE

By its attorneys:

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MH/USPS-T42-1. Please refer to *Postal Bulletin* 22156 (6-9-05), pages 17 and 23, which announced revisions to the Domestic Mail Manual, including part 707.28.4.6 (entry of Periodicals mail at the destination delivery unit), and explained those revisions in part as follows:

The Postal Service is finding ways to make it easier for customers to enter mail. One way is by offering optional entry of unsacked bundles for specified flat-size mail. This will help reduce dependency on sacks and also help us increase efficiency and reduce costs. . . .

When entering mail at DDU facilities, mailers (or their drivers) must unload the mail within 1 hour of arrival and place the mail into containers that entry facility employees specify. DDU facility employees may also require drivers to keep bundles separated by individual 5-digit ZIP Codes or by 5-digit schemes. Please explain fully whether it may be practicable and valuable to the Postal Service to extend this policy to other (non-DDU) facilities, including (but not limited to) other entry facilities relying significantly on manual bundle sorting operations, assuming that mailers unload the bundles, separate them as specified by Postal Service employees at the facility and place them into rolling containers specified by such employees. If you answer in the affirmative, please specify the applicable types of facilities.

Response:

Yes it may be beneficial to extend the policy to other (non-DDU) facilities, particularly for smaller-volume mailers that are unable to efficiently and effectively palletize the bundles and/or do not have vehicles that can transport pallets. In my opinion, this may be practical at destination SCFs, where the mailers (or their drivers) would be required to unload the bundles from the vehicle, separate them as specified, and place the mail into facility-specified containers.

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MH/USPS-T42-2.

(a) Please confirm that under part 705.8.5.6 (and other parts) of the Domestic Mail Manual, sacks of Periodicals (and other) mail may be entered on pallets. If you do not confirm, please explain fully.

(b) Please explain whether in some circumstances, entering Periodicals mail in sacks on pallets, as opposed entering unpalletized sacks, or unsacked bundles on pallets, may save costs or otherwise have value to the Postal Service. If you answer in the affirmative, please provide examples and explain how, in those circumstances, entering Periodicals mail in sacks on pallets may save costs or otherwise have value to the Postal Service.

Response:

- a. Confirmed.
- b. Partially confirmed. Entering sacks on pallets would save costs when the alternative is unpalletized sacks. Having the sacks on a pallet facilitates the offload and movement of the mail within the plant, saving the cost of also placing the unpalletized sack into equipment such that the mail can then be moved through the facility. In my opinion, there are limited circumstances where sacks on pallets save costs or otherwise have value compared to unsacked bundles on pallets.

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MH/USPS-T42-3. Please refer to USPS-LR-L-158, Standard Operating Procedures for Periodicals Processing, at page 3. The second paragraph discusses a new requirement (effective July 6, 2006) that Periodicals mailers separate out origin mixed ADC flats from other mixed ADC flats – “[s]plitting the pieces into two separate bundles and the bundles into two separate sacks” – so that origin mixed ADC flats (having destinations closer to the entry office than other mixed ADC flats) can be sent to facilities designated in labeling list L201 for processing with First-Class mail receiving surface transportation, while other mixed mail sacks are sent to more distant facilities. (See also *Postal Bulletin* 22166 [10-27-05] at page 6). Please provide your best estimate of the extent to which this new rule may increase the number of sacks of Periodicals mail entered in TY 2008, and explain the basis for your estimate.

Response:

In most cases, the new rule should result in no more than one additional sack per mailing; therefore, the overall impact is quite small.

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MH/USPS-T42-4. Please refer to USPS-LR-L-158, Standard Operating Procedures for Periodicals Processing, at page 11, which states in the final paragraph: "Red Tag News Publications is a nonprofit association of consumer and business magazines who have a common interest in improving the delivery of their publications through the Postal Service. Red Tag has developed a network of individuals around the country who receive free magazine subscriptions in return for reporting (by phone or the internet) the day the magazines arrive. Red tag monitors nearly 838 million copies delivered to over 20 million readers. Red Tag Delivery Reports can be found at <http://www.redtag.org/redtag/usps/init.asp>." Please confirm that according to the Red Tag Delivery Reports for the past 12 months, the 53 weekly publications sampled were delivered late 44.4% of the time on average, and were delivered four or more days late 11.4% of the time on average. If you do not confirm, please explain fully and show your calculations.

Response:

Not confirmed. I was unable to retrieve a report from the publicly-accessible portion of this website that provided delivery information for the past 12 months.

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MH/USPS-T42-5. Please refer to your response to Presiding Officer's Information Request No. 5, Question 1.a-d. Please provide a similar description of the flow of the following categories of Outside-County Periodicals mail through the Postal Service from nondestination entry through delivery:

- (a) Basic flats
- (b) 3-Digit flats
- (c) 5-Digit flats
- (d) Carrier Route flats

Response:

If more than one flow is possible, the various options are indicated with upper-case letters i.e., A, B, C. If the container destinate within the origin plant service area (intra-BMC), the destination plant steps can be skipped.

- (a) Basic flats

Basic flats can be prepared in 3 ways:

- I) ADC bundle
- II) Mixed ADC bundle labeled to L009.
- III) Origin Mixed ADC bundle labeled to L201.

The following flows assume the ADC bundle is prepared in an ADC sack. If the mail is prepared on a pallet, the sack-sorting operations are eliminated and the pallet is cross-docked to the appropriate destination office.

- I) ADC bundle
 - 1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.

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2. Transport to local plant (if necessary).
- 3A. Transport to OBMC.
- 3B. Transport to Origin HASP.
- 4A. Mechanized sack sorting operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 4B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
- 5A. Transport to destination BMC (if necessary).

Mail is transported to the destination BMC.
- 5B. Transport to destination HASP (if necessary).

Mail is transported to the destination HASP.
- 6A. Mechanized sack sorter operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers, etc.).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 6B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
7. Transport to DADC
Mail is transported to destination ADC.
8. Sack shake-out operation

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- a. Sacks are processed across a sorting belt.
 - b. Working mail sacks are opened and contents are dumped into containers.
 - c. Direct sacks are routed to the corresponding operation.
- 9A. APPS operation
- a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
 - b. Working mail pallets and sacks are moved to operation.
 - c. Container contents are dumped onto the machine.
 - d. Mail is sorted to containers.
 - e. Dispatch containers are "swept" when full or at end of run.
 - f. Dispatch containers are staged in dispatch staging area or loading docks.
- 9B. SPBS operation
- a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
 - b. Working mail pallets and sacks are moved to operation.
 - c. Container contents are dumped onto the machine.
 - d. Mail is keyed to corresponding destination/operations.
 - e. Mail sorts to containers.
 - f. Dispatch containers are "swept" when full or at end of run.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 9C. Manual bundle sorting operation
- a. Set up containers in a U-shaped configuration for manual distribution of mail.
 - b. Working mail pallets and sacks are moved to operation.
 - c. Bundles are sorted to containers by reading the address and OEL information on bundles to corresponding containers.
 - d. Dispatch containers are "swept" when full or at end of processing.
 - e. Dispatch containers are staged in dispatch staging area or loading docks.
10. Flat mail prep
- a. Working mail containers are moved to mail prep operation.
 - b. Set up Flat Mail Cart (FMC), container tilter, trash receptacle in preparation of operation.
 - c. Bundles are taken from the working containers, their shrink-wrap / strapping / banding is removed.
 - d. Mail pieces are decompensated if necessary.
 - e. Mail pieces are placed in columns of FMC with address facing up and bound edge to the right.
 - f. FMC is weighed if necessary, and moved to piece distribution operation or staged as appropriate.
- 11A. AFSM 100 - ADC piece distribution operation

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- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11B. UFSM 1000 - ADC piece distribution operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12A. AFSM 100 incoming primary operation (if necessary).
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12B. UFSM 1000 incoming primary operation (if necessary).
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.

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- d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13A. AFSM 100 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13B. UFSM 1000 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13C. Manual incoming secondary operation (when performed at the plant)
- a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched.
14. Transport to DDU / AO
- a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.

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- d. Received containers are unloaded from the truck at the DDU/AO.
- e. Received containers are staged at working mail staging area.
- 15. DDU operations - Incoming secondary (unless performed at the plant)
 - a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched to carriers.
- 16. Carrier casing
 - a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
- 17. Carrier loading
 - a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.

II) Mixed ADC bundle labeled to a L009 site.

Assuming that the mixed ADC bundle is prepared with pieces for destinations outside of the FCM surface reach of the origin plant, in a sack labeled to site listed in L009 labeling list.

- 1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.
- 2. Transport to local plant.
Mail is transported to the local plant.
- 3. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
- 4. Transport sack to local site listed in L009 labeling list. See <http://pe.usps.com/text/dmm300/L009.htm> for a list of sites.
Dispatch containers are transported to plant.
- 5. Sack shake-out operation
 - a. Sacks are processed across a sorting belt.
 - b. Working mail sacks are opened and contents are dumped into containers.
 - c. Direct sacks are routed to the corresponding operation.
- 6A. APPS operation

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- a. Set up bundle distribution operation (i.e., load sort scheme, set up containers, label containers).
 - b. Working mail containers are moved to operation.
 - c. Containers contents are dumped onto the machine.
 - d. Mail is sorted to containers.
 - e. Dispatch containers are "swept" when full or at end of run.
 - f. Dispatch containers are staged in dispatch staging area or loading docks.
- 6B. SPBS operation
- a. Set up bundle distribution operation (i.e., load sort scheme, set up containers, label containers).
 - b. Working mail containers are moved to operation.
 - c. Containers contents are dumped onto the machine.
 - d. Mail is keyed to corresponding destination/operations.
 - e. Mail sorts to containers.
 - f. Dispatch containers are "swept" when full or at end of run.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 6C. Manual bundle sorting operation
- a. Set up containers in a U-shaped configuration for manual distribution of mail.
 - b. Working mail containers are moved to operation.
 - c. Bundles are sorted to containers by reading the address and OEL information on bundles to corresponding containers.
 - d. Dispatch containers are "swept" when full or at end of processing.
 - e. Dispatch containers are staged in dispatch staging area or loading docks.
7. Flat mail prep
- a. Working mail containers with mixed ADC bundles are moved to mail prep operation.
 - b. Set up Flat Mail Cart (FMC), container tilter, trash receptacle in preparation of operation.
 - c. Bundles are taken from the working containers, their shrink-wrap / strapping / banding is removed.
 - d. Mail pieces are decompensated if necessary.
 - e. Mail pieces are placed in columns of FMC with address facing up and bound edge to the right.
 - f. FMC is weighed if necessary, and moved to piece distribution operation or staged as appropriate.
- 8A. AFSM 100 outgoing primary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.

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- d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 8B. UFSM 1000 outgoing primary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 9A. AFSM 100 outgoing secondary operation (if necessary)
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 9B. UFSM 1000 outgoing secondary operation (if necessary)
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.

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- g. Dispatch containers are staged in dispatch staging area or loading docks.
- 10. Transport to destination office
 - Mail is transported to the destination office.
- 11A. AFSM 100 - ADC piece distribution operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11B. UFSM 1000 - ADC piece distribution operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12A. AFSM 100 incoming primary operation (if necessary).
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12B. UFSM 1000 incoming primary operation (if necessary).

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- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13A. AFSM 100 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13B. UFSM 1000 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 13C. Manual incoming secondary operation (when performed at the plant)
- a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched.

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14. Transport to DDU / AO
 - a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.
 - d. Received containers are unloaded from the truck at the DDU/AO.
 - e. Received containers are staged at working mail staging area.
15. DDU operations - Incoming secondary (unless performed at the plant)
 - a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched to carriers.
16. Carrier casing
 - a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
17. Carrier loading
 - a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.

III) Origin mixed ADC bundle labeled to L201 site.

Assuming that the origin mixed ADC bundle is prepared with pieces for destinations within the FCM surface reach of the origin plant, in a sack labeled to site listed in L201 labeling list.

1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.
2. Transport sack to local site listed in L201 labeling list (list of sites performing the origin distribution), if not already entered at this location. See <http://pe.usps.com/text/dmm300/L201.htm> for a list of sites.
Dispatch containers are transported to plant.
3. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
4. Sack shake-out operation
 - a. Sacks are processed across a sorting belt.

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- b. Working mail sacks are opened and contents are dumped into containers.
- c. Direct sacks are routed to the corresponding operation.
- 5. Manual bundle sorting operation
 - a. Set up containers in a U-shaped configuration or set up a sack/tub rack for manual distribution of mail.
 - b. Working mail containers are moved to operation.
 - c. Bundles are sorted to containers by reading the address and OEL information on bundles to corresponding containers.
 - d. Dispatch containers are "swept" when full or at end of processing.
 - e. Dispatch containers are staged in dispatch staging area or loading docks.
- 6. Flat mail prep
 - a. Working mail containers with origin mixed ADC bundles are moved to mail prep operation.
 - b. Set up Flat Mail Cart (FMC), container tilter, trash receptacle in preparation of operation.
 - c. Bundles are taken from the working containers, their shrink-wrap / strapping / banding is removed.
 - d. Mail pieces are decompensated if necessary.
 - e. Mail pieces are placed in columns of FMC with address facing up and bound edge to the right.
 - f. FMC is weighed if necessary, and moved to piece distribution operation or staged as appropriate.
- 7A. AFSM 100 outgoing primary operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 7B. UFSM 1000 outgoing primary operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.

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- e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 8A. AFSM 100 outgoing secondary operation (if necessary)
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 8B. UFSM 1000 outgoing secondary operation (if necessary)
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
9. Transport to destination office
- Mail is transported to the destination office.
- 10A. AFSM 100 - ADC piece distribution operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.

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- g. Dispatch containers are staged in dispatch staging area or loading docks.
- 10B. UFSM 1000 - ADC piece distribution operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11A. AFSM 100 incoming primary operation (if necessary).
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11B. UFSM 1000 incoming primary operation (if necessary).
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12A. AFSM 100 incoming secondary operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).

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- b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12B. UFSM 1000 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12C. Manual incoming secondary operation (when performed at the plant)
- a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched.
13. Transport to DDU / AO
- a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.
 - d. Received containers are unloaded from the truck at the DDU/AO.
 - e. Received containers are staged at working mail staging area.
14. DDU operations - Incoming secondary (unless performed at the plant)
- a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched to carriers.
15. Carrier casing

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- a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
16. Carrier loading
- a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.

The following flow assumes that the mail is prepared in an ADC sack. If the mail is prepared on a pallet, the sack-sorting operations are eliminated and the pallet is cross-docked to the appropriate destination office. Furthermore, when mail is prepared in/on more finely sorted containers, some or all of the bundle distribution steps will be eliminated.

(b) 3-Digit flats

1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.
2. Transport to local plant (if necessary).
- 3A. Transport to OBMC.
- 3B. Transport to Origin HASP.
- 4A. Mechanized sack sorting operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 4B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.

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- c. Sacks are sorted to corresponding containers.
- d. Dispatch containers are placarded and prepared for dispatch.
- 5A. Transport to destination BMC (if necessary).
Mail is transported to the destination BMC.
- 5B. Transport to destination HASP (if necessary).
Mail is transported to the destination HASP.
- 6A. Mechanized sack sorter operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers, etc.).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 6B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
- 7. Transport to DADC
Mail is transported to destination ADC.
- 8. Sack shake-out operation
 - a. Sacks are processed across a sorting belt.
 - b. Working mail sacks are opened and contents are dumped into containers.
 - c. Direct sacks are routed to the corresponding operation.
- 9A. APPS operation
 - a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
 - b. Working mail pallets and sacks are moved to operation.
 - c. Container contents are dumped onto the machine.
 - d. Mail is sorted to containers.
 - e. Dispatch containers are "swept" when full or at end of run.
 - f. Dispatch containers are staged in dispatch staging area or loading docks.
- 9B. SPBS operation
 - a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
 - b. Working mail pallets and sacks are moved to operation.
 - c. Container contents are dumped onto the machine.
 - d. Mail is keyed to corresponding destination/operations.

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- e. Mail sorts to containers.
 - f. Dispatch containers are "swept" when full or at end of run.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 9C. Manual bundle sorting operation
- a. Set up containers in a U-shaped configuration for manual distribution of mail.
 - b. Working mail pallets and sacks are moved to operation.
 - c. Bundles are sorted to containers by reading the address and OEL information on bundles to corresponding containers.
 - d. Dispatch containers are "swept" when full or at end of processing.
 - e. Dispatch containers are staged in dispatch staging area or loading docks.
10. Flat mail prep
- a. Working mail containers are moved to mail prep operation.
 - b. Set up Flat Mail Cart (FMC), container tilter, trash receptacle in preparation of operation.
 - c. Bundles are taken from the working containers, their shrink-wrap / strapping / banding is removed.
 - d. Mail pieces are decompensated if necessary.
 - e. Mail pieces are placed in columns of FMC with address facing up and bound edge to the right.
 - f. FMC is weighed if necessary, and moved to piece distribution operation or staged as appropriate.
- 11A. AFSM 100 incoming primary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11B. UFSM 1000 incoming primary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.

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- e. Pieces sort to trays.
 - f. Dispatch trays are “swept” when full or at end of run and sorted to containers then staged for further distribution or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12A. AFSM 100 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are “swept” when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12B. UFSM 1000 incoming secondary operation
- a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are “swept” when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 12C. Manual incoming secondary operation (when performed at the plant)
- a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is “swept” when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched.
13. Transport to DDU / AO
- a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.
 - d. Received containers are unloaded from the truck at the DDU/AO.
 - e. Received containers are staged at working mail staging area.

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14. DDU operations - Incoming secondary (unless performed at the plant)
 - a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched to carriers.
15. Carrier casing
 - a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
16. Carrier loading
 - a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.

(c) 5-Digit flats

1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.
2. Transport to local plant (if necessary).
- 3A. Transport to OBMC.
- 3B. Transport to Origin HASP.
- 4A. Mechanized sack sorting operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 4B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
- 5A. Transport to destination BMC(if necessary).

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Mail is transported to the destination BMC.

5B. Transport to destination HASP(if necessary).

Mail is transported to the destination HASP.

6A. Mechanized sack sorter operation

- a. Set up sack sorter (i.e., load sort scheme, set up and label containers, etc.).
- b. Containers with sacks are moved to the sack sorter induction area.
- c. Sacks are inducted into the sack sorter.
- d. Sacks are keyed or scanned.
- e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
- f. Sacks are manually sorted to the corresponding container according to the label.
- g. Dispatch containers are placarded and prepared for dispatch.

6B. Manual sack sorting operation.

- a. Set up containers in a U-shaped configuration for manual sack sorting operation.
- b. Containers with sacks are moved to operation.
- c. Sacks are sorted to corresponding containers.
- d. Dispatch containers are placarded and prepared for dispatch.

7. Transport to DADC

Mail is transported to destination ADC.

8. Sack shake-out operation

- a. Sacks are processed across a sorting belt.
- b. Working mail sacks are opened and contents are dumped into containers.
- c. Direct sacks are routed to the corresponding operation.

9A. APPS operation

- a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
- b. Working mail pallets and sacks are moved to operation.
- c. Container contents are dumped onto the machine.
- d. Mail is sorted to containers.
- e. Dispatch containers are "swept" when full or at end of run.
- f. Dispatch containers are staged in dispatch staging area or loading docks.

9B. SPBS operation

- a. Set up bundle distribution operation (i.e., load sort scheme, set up and label containers etc.).
- b. Working mail pallets and sacks are moved to operation.
- c. Container contents are dumped onto the machine.
- d. Mail is keyed to corresponding destination/operations.
- e. Mail sorts to containers.
- f. Dispatch containers are "swept" when full or at end of run.

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- g. Dispatch containers are staged in dispatch staging area or loading docks.
- 9C. Manual bundle sorting operation
 - a. Set up containers in a U-shaped configuration for manual distribution of mail.
 - b. Working mail pallets and sacks are moved to operation.
 - c. Bundles are sorted to containers by reading the address and OEL information on bundles to corresponding containers.
 - d. Dispatch containers are "swept" when full or at end of processing.
 - e. Dispatch containers are staged in dispatch staging area or loading docks.
- 10. Flat mail prep
 - a. Working mail containers are moved to mail prep operation.
 - b. Set up Flat Mail Cart (FMC), container tilter, trash receptacle in preparation of operation.
 - c. Bundles are taken from the working containers, their shrink-wrap / strapping / banding is removed.
 - d. Mail pieces are decompensated if necessary.
 - e. Mail pieces are placed in columns of FMC with address facing up and bound edge to the right.
 - f. FMC is weighed if necessary, and moved to piece distribution operation or staged as appropriate.
- 11A. AFSM 100 incoming secondary operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (FMCs, flat tray containers) are moved to operation.
 - c. Mail is fed onto the machine.
 - d. Pieces are sorted to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.
 - g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11B. UFSM 1000 incoming secondary operation
 - a. Set up piece distribution operation (i.e., load sort scheme, set up and label trays etc.).
 - b. Working mail containers (flat tray containers) are moved to operation.
 - c. Mail is fed or ledges are loaded on the machines.
 - d. Pieces are keyed or scanned to corresponding destination / operation.
 - e. Pieces sort to trays.
 - f. Dispatch trays are "swept" when full or at end of run and sorted to containers or dispatched to banding / sleeving operation.

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- g. Dispatch containers are staged in dispatch staging area or loading docks.
- 11C. Manual incoming secondary operation
 - a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched.
- 12. Transport to DDU / AO
 - a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.
 - d. Received containers are unloaded from the truck at the DDU/AO.
 - e. Received containers are staged at working mail staging area.
- 13. DDU operations - Incoming secondary
 - a. Set up manual piece distribution operation (set up and label trays etc.)
 - b. Working mail containers are moved to operation.
 - c. Pieces are sorted on the flats case.
 - d. Flat case is "swept" when full or at the end of distribution.
 - e. Mail is swept to trays.
 - f. Trays are sorted and dispatched to carriers.
- 14. Carrier casing
 - a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
- 15. Carrier loading
 - a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.

(d) Carrier Route flats

It is assumed that the carrier route flats are prepared in a carrier route sack.

- 1. Mail acceptance and entry
 - a. Non-automation presort mail is received through acceptance units (e.g., BMEU, DMU).
 - b. Mail is verified and accepted.
- 2. Transport to local plant (if necessary).
- 3A. Transport to OBMC.
- 3B. Transport to Origin HASP.

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- 4A. Mechanized sack sorting operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 4B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
- 5A. Transport to destination BMC (if necessary).

Mail is transported to the destination BMC.
- 5B. Transport to destination HASP (if necessary).

Mail is transported to the destination HASP.
- 6A. Mechanized sack sorter operation
 - a. Set up sack sorter (i.e., load sort scheme, set up and label containers, etc.).
 - b. Containers with sacks are moved to the sack sorter induction area.
 - c. Sacks are inducted into the sack sorter.
 - d. Sacks are keyed or scanned.
 - e. Sacks are sorted to corresponding run-out / slide / saw-tooth operation.
 - f. Sacks are manually sorted to the corresponding container according to the label.
 - g. Dispatch containers are placarded and prepared for dispatch.
- 6B. Manual sack sorting operation.
 - a. Set up containers in a U-shaped configuration for manual sack sorting operation.
 - b. Containers with sacks are moved to operation.
 - c. Sacks are sorted to corresponding containers.
 - d. Dispatch containers are placarded and prepared for dispatch.
7. Transport to DSCF
Mail is transported to destination SCF.
8. Transport to DDU / AO
 - a. Dispatch containers are moved to truck loading bay.
 - b. Dispatch containers are loaded onto the truck.
 - c. Dispatch containers are transported to the DDU/AO.

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- d. Received containers are unloaded from the truck at the DDU/AO.
- e. Received containers are staged at working mail staging area.
- 9. Sack shake-out operation
 - a. Working mail sacks are opened and contents are dumped into containers.
 - b. Carrier route bundles are sorted to carriers.
 - c. Carriers break open the bundles to release the individual pieces.
- 10. Carrier casing
 - a. Carrier cases the flats into the carrier case.
 - b. Carrier "sweeps" the mail into trays.
 - c. Trays are loaded into containers.
- 11. Carrier loading
 - a. Containers are moved to platform by carrier.
 - b. Mail is loaded into delivery vehicles.
 - c. Empty containers are disposed.
 - d. Mail is delivered.